



King County

DOT FINANCE MANAGER (CHIEF FINANCIAL OFFICER) DEPARTMENT OF TRANSPORTATION

DIRECTOR'S OFFICE

Annual Salary Range: \$80,362 – 101,864

Job Announcement: 05DP5236**

OPEN: 9/7/05 CLOSE: Open Until Filled

****This is a REPOSTING. If you have already applied for this position, you do not need to resubmit your application materials.**

WHO MAY APPLY: This career service position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials must be sent to: **201 S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104** or hand-delivered to the **Career and Employment Center** at 201 S. Jackson Street, Floor 1A. Applications materials must be received **by 4:00 p.m. on the closing date.** (Postmarks are NOT ACCEPTED.) Contact Delanie Peterson at (206) 684-1607 or at delanie.peterson@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time, specified above, will not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), a resume and letter of interest detailing your background and describing how you meet or exceed the requirements.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act and is not eligible for overtime. The core hours for this work unit are 8:00 a.m. – 5:00 p.m., Monday through Friday.

WORK LOCATION: King Street Center, 201 S. Jackson St., Seattle.

POSITION SUMMARY: The Department of Transportation Finance Manager will be responsible for managing broad, complex, and politically sensitive matters. This leadership position effectively partners with senior management to produce results for the public by developing, implementing, monitoring, and maintaining effective business plans and financial programs for the Department of Transportation. The position provides oversight to ensure consistent and aligned divisional and departmental financial practices that are compliant with county, state and federal regulations. The department's 2005 operating budget is \$510 million and the 6-year capital improvement programs budget is \$690 million. The Department of Transportation is comprised of the King County Airport, Fleet, Roads, and Transit Divisions and is King County's largest operating department with 4,450 FTEs and 96 Term Limited Temporary positions.

JOB DUTIES: Representative duties include:

- Act as a key financial advisor to the director's office.
- Lead the planning and implementation of overall departmental financial and strategic operational objectives.
- Oversee the development of the department's business plan.
- Lead the department's performance measures activity.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

- Develop and implement strategic long-range financial plans for the Department of Transportation.
- Facilitate the development, implementation, and monitoring of the department's operating and capital budgets.
- Partner with division management to coordinate and implement overall departmental financial strategies in support of divisional strategies, goals, and objectives.
- Partner with human resource and other department staff to ensure departmental performance measures activity is aligned with, and supportive of, results oriented employee management, and organizational development.
- Serve as a department representative in budget meetings and hearings, negotiations, and County business and technology related committees and work groups.
- Prepare written and statistical reports as necessary.
- Analyze cost allocation models developed by county agencies to determine the appropriateness of department charges. Represent the department on cost allocation issues.
- Analyze and evaluate the departments financing plans and programs to ensure that financial objectives are met.
- Analyze and interpret legislation, identify impacts and ensure resources and plans are prepared in compliance with changing requirements.
- Develop and implement policies and procedures within areas of responsibility.
- Supervise assigned staff to meet service demands and workload fluctuations.

QUALIFICATIONS: A bachelor's degree in Public or Business Administration or a closely related field and three years of budgeting, finance, and administration experience, or an equivalent combination of education and experience is required. Other qualifications include:

- Demonstrated skill in evaluating the merits of proposals and understanding cost allocation methodologies.
- Knowledge in government accounting and general accounting principles.
- Demonstrated advanced knowledge of financing techniques and principles.
- Demonstrated experience working collaboratively in a team-based environment, including leading cross- functional or multidisciplinary teams in developing, recommending, and implementing financial policies and procedures.
- Demonstrated ability to advocate by applying strong oral and written communication and presentation skills to provide information clearly and to gather information accurately.
- Demonstrated skill at leading effective meetings and developing and delivering effective presentations.
- Demonstrated ability to produce quality products and services while under the pressure of multiple tasks and deadlines.
- Demonstrated ability to develop and maintain positive interpersonal relationships with a wide variety of people inside and outside the Department of Transportation.

DESIRED QUALIFICATIONS: A master's degree in Public or Business Administration.

NECESSARY SPECIAL REQUIREMENTS: A valid Washington State driver's license or the alternate ability to travel around the County.

SELECTION PROCESS: Applications will be screened for qualifications, clarity and completeness. The most competitive applicants may be invited to participate in series of interviews.

UNION MEMBERSHIP: A union does not represent positions in this classification.

CLASS CODE: 2133100